



# Record Keeping

# 12

The Healthy, Hunger-Free Kids Act of 2010, mandates that State Agencies (SA) conduct an Administrative Review to evaluate the school meals programs. As part of the Administrative Review, the SA must assess how the school district implements the Local Wellness Policy (LWP). The school district should keep the following *supporting documentation* on file:

- A copy of the current LWP.
- Documentation demonstrating the LWP is made available to the public.
- Documentation of the district's efforts to review and update the LWP, including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate.
- A copy of the most recent assessment on the implementation of the LWP.
- Documentation demonstrating the district's most recent assessment on the implementation of the LWP has been made available to the public

## Review Procedures

The SA will use the following questions to assess LWP compliance. Deficiencies identified during the Administrative Review result in a noncompliant evaluation. Deficiencies must be addressed through documented corrective action that permanently corrects the deficiencies and brings the LWP into compliance.

Administrative Review Questions	Supporting Documentation Examples
Is a copy of the current LWP available?	➤ School wellness policy
How does the public know about the LWP?	➤ Website link ➤ Copy of disseminated materials
When and how does the review and update of the LWP occur? Who was involved in the process and what is their relationship to the district?	➤ Agenda from committee meeting ➤ Attendance sheet from wellness committee meeting
How are stakeholders made aware of their ability to participate in the development, review, update, and implementation of the LWP?	➤ Community flyer ➤ District-wide email ➤ Copy of disseminated materials
Is a recent assessment on the implementation of the LWP available?	➤ Results of LWP assessment ➤ LWP implementation plan
How does the public know about the results of the most recent implementation assessment?	➤ Website link ➤ Copy of disseminated materials

